

CITY OF BURBANK

SENIOR VIDEO PRODUCTION ASSOCIATE

DEFINITION

Under direction, to act as a lead person in the operation of video cameras, editing, videotape and performing related production functions for live and taped City-sponsored video programs; to write narrative copy for said productions and provide other writing services as needed; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs technical aspects of the City's cable television productions and leads others in the planning and execution of pre-production operations such as type and placement of equipment (camera, audio, and lighting units); directs or operates cameras on both single, multiple, and remote control camera productions; performs post-production duties of editing, dubbing, and duplicating tapes; sets up, operates and maintains studio, control room, and field production equipment; researches topics and writes scripts for view segments and provides other writing services as needed; trains, monitors, and directs production personnel; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - videotape production, standard ½ inch videotape cameras, editing equipment and character generator.
- Ability to - lead and train others in the completion of assigned work; communicate both orally and in writing; work in an environment that demands flexibility with numerous deadlines and a variety of clients; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Two years of professional telecommunication experience and two years of college or university courses in communication, television production, or a closely related field.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A Bachelor's degree from an accredited college or university.